

October 31, 2005

### CHFS Focus Employee Spotlight: Linda Grace Piker Oral Health Program

Linda Grace Piker has been on the move most of her adult life. If not traversing the country with her husband, a retired military serviceman, she's busy racing back and forth to raise awareness of and promote a string of public health issues.

Currently, she serves as a health program administrator for the Department of Public Health's Oral Health Program, but her 38 years in the workforce have given her a long and varied résumé.



"Remember, when you look at my past work history, I was a military wife on the move 22-plus times – not a social misfit," joked Grace, who grew up in a small town in the Ozark Mountains of Arkansas.

Her upbringing, she said, gave her a life-long love of the hills as well as an abiding sense of social responsibility.

"Growing up in a small town in Arkansas had a major impact on my personality," Grace said. "There were numerous individuals who were never able to explore their potential due to lack of education, training, etcetera. There was also a lack of medical care in the area."

Today, Linda Grace is a tireless advocate working to raise awareness of important health issues like breast cancer. As an administrator in the Cabinet's Oral Health Program, a post she has held since 2001, she aims to establish a network of dentists to provide dental care for domestic violence victims.

She's also authored numerous publications, served as a presenter at health symposiums and conferences and received an array of honors and awards.

In Bullitt County, she started her career as an elementary school instructor before heading to Enola, Ark., to teach high school home economics. In San Antonio, she worked as a patient service supervisor at Metropolitan General Hospital.

By 1976, Grace was back to teaching high school in Copperas Cove, Texas, and in 1978 she became a part-time foods instructor at Central Texas College.

Grace and her family resided in Philadelphia in the late '70s, where she served as the manager/food service instructor at the A.P. Orleans Center.

Later, while living in Cleveland, she worked as a nutritionist for the Women, Infants and Children (WIC) program.

By the 1990s, the family had settled in central Kentucky, where Grace went to work at Lexington Community College as a part-time nutrition instructor. She later worked as a clinical dietitian at Central Baptist Hospital and as a clinical nutritionist with the Franklin County Health Department.

Grace has accomplished a great deal, in both her professional and personal lives, accomplishments that might be attributed to her personal philosophy: Embrace life.

"There's so much to learn and explore – and so little time to accomplish it all," she said.

### CHFS Focus Program Spotlight: Your Family, Your Health is Frankfort's newest local cable access show

The Cabinet for Health and Family Services is providing Frankfort with its newest local cable access show, Your Family, Your Health with Dr. James Holsinger, a monthly, 30-minute talk show.



"We just finished taping the third edition about domestic violence and breast cancer awareness in late October," said Janis Stewart, public information officer in the Division of Communications and the show's primary producer. "This program is a great way to get our message out to the general public and showcase our services to the local community."

The first episode aired in August and dealt with back-to-school health and safety tips and assistance available to students and families, and promotion of Breastfeeding Awareness Month. Cynthia Lawson, principal at Frankfort's Second Street Elementary School; and Jill Payne, coordinator for Elkhorn and Peaks Mill elementary schools' Harry J. Cowherd Family Resource Center, focused on back-to-school issues such as resources and helpful tips to enhance students' academic performance. Kraig Humbaugh, M.D., a pediatrician and the state epidemiology director and Eric Friedlander, executive

October 31, 2005

## CHFS FOCUS

## Employee Recognition Month

director of the Commission for Children with Special Health Care Needs, talked about getting and keeping our children healthy through good nutrition, immunizations and medical screenings, such as eye and dental exams.

There was also a brief segment on breastfeeding and its benefits to newborns and infants that featured Becky Derifield with the WIC program and Lori Williams, Franklin County Health Department breastfeeding coordinator.

The September show covered tobacco use prevention and cessation, specifically smoking. Irene Centers, tobacco prevention and cessation coordinator in the Department for Public Health, and Bernie Jankowski, a policy analyst in the Department for Community Based Services. Centers provided information on how tobacco affects your health and the health of loved ones and how to stop - a major step toward improving overall health. They also talked about the state's tobacco prevention and cessation efforts and provided health and economic data on the effects of tobacco use. Jankowski, who stopped smoking after enrolling in Cooper-Clayton smoking cessation classes, shared his personal success story.

The recently recorded October show focuses on domestic violence awareness, with guests Sharon Hilborn, director and Gretchen Hunt, staff attorney, both with the Division of Child Abuse and Domestic Violence Services. The show's second segment deals with breast cancer and featured guests Brenda Combs, recruitment and outreach coordinator for the Kentucky Women's Cancer Screening Program in the Department for Public Health, and Rosie Miklavcic, public health director for the Franklin County Health Department. They provided general information on breast cancer, specifically targeting never or rarely screened women.

Dr. Holsinger also managed to include a public service announcement about influenza vaccinations.

The October show airs on Friday, Oct. 28, at 9 p.m. The November program will feature adoption and newborn screening.

Each show is broadcast several times each month, but it isn't assigned a regular air date and time. Frankfort residents should watch for air dates on the station's program schedule on Frankfort Plant Board cable channel 10.

Anyone who would like to be a guest and have your program area featured on Your Family, Your Health with Dr. James Holsinger, please contact Janis Stewart at 502-564-6786, ext. 3326 or [janism.stewart@ky.gov](mailto:janism.stewart@ky.gov).

### AmeriCorps reading program receives Mammoth tech donation

*At right: Shannon Bailes and Donna Brown, KYREADS staff, received two Pentium laptops and three Pentium personal computers from David Vanarsdall, Mammoth Cave property officer.*



Mammoth Cave National Park recently donated reconditioned surplus computers to KYREADS/AmeriCorps, a student tutoring program operating in the Barren County schools district.

Shannon Bailes and Donna Brown, KYREADS staff, accepted the two Pentium laptop computers and three Pentium personal workstation computers from David Vanarsdall, Mammoth Cave property officer.

KYREADS is an AmeriCorps project committed to serving the children of Kentucky in partnership with caring families, supportive schools, involved communities and dedicated volunteers. Currently, AmeriCorps members serving in the KYREADS program provide reading tutoring to about 400 at-risk students and have achieved a remarkable record of success with 85 percent of students increasing their reading level performance by at least two reading levels. In structured reading coaching sessions, members and community volunteers will raise the reading comprehension levels by at least two levels. Members also provide support to the children's parents and guardians to create a literacy-rich environment and help entire families develop a lifelong love of reading.

Eileen Cackowski, director of the Kentucky Commission on Community Volunteerism and Service which administers Kentucky's AmeriCorps program, said, "It's rewarding when the community understands the role of the AmeriCorps members and supports their service." She said the computer donation will enhance the program's success and is glad the equipment will have new life supporting the academic goals of many children.

The donation was managed through a Web site, [www.computers.fed.gov](http://www.computers.fed.gov), maintained by the U.S. General Services Administration, the federal government's property authority. Schools register with the program via the Web site and their needs are matched with surplus government property.

October 31, 2005

### The Governor and First Lady host trick-or-treaters tonight

The Governor and First Lady are inviting children to the Governor's Mansion from 6-8 p.m. today for trick-or-treating

As an extra treat, the mansion will be decorated both inside and out for Halloween. Trick-or-treaters and their chaperones will be invited in for a photo with the Governor and First Lady. You may even get a glimpse of First Dog Abby in her costume.

As always, the Governor and First Lady will welcome their costumed visitors with special treat bags made up of traditional Halloween candies and homemade treats from the mansion's kitchen. An extra surprise from the First Dog will be included, as well.



### Keep kids safe and healthy this Halloween

Next to Christmas, Halloween is most children's favorite day of the year. And what's not to like? The kids get to dress up like their favorite superheroes, scary monsters or pretty princesses. They get to go out in the dark and run the neighborhood with their friends, parents or older brothers and sisters. And they get to bring home huge bags of normally forbidden candy and eat until their mom and dad yell "bedtime!"



But Halloween doesn't always have a happy ending for some kids. Every year children all over Kentucky end up at hospital emergency rooms or urgent care centers with injuries that could have been avoided.

The Cabinet for Health and Family Services and the State Fire Marshal's office traditionally issue a joint reminder to children, parents and homeowners to make safety the No. 1 Halloween priority to prevent injuries and sickness and to keep a few nutrition tips in mind, too.

#### Food safety

- Feed children a nutritious meal before trick-or-treating. They'll be happier and won't be as

tempted to eat their treats before they can be inspected at home.

- Only visit homes and businesses that you are familiar with.
- Do not eat candy if the outer wrapper has been noticeably altered.
- Homemade treats should not be eaten unless you know and trust the person who made them.
- Do not eat unwrapped, soiled or otherwise unwholesome looking candy or food.
- Always wash your hands before eating any foods and after handling unclean food products.
- Be aware of choking hazards such as gum, peanuts, hard candies, balloons or small toys.
- Overall general rule: If in doubt, toss it out.

#### Avoid injuries and "stranger danger"

Unsafe treats aren't the only Halloween hazards to avoid when trick-or-treating. With children taking to the streets after dark, it's important to follow some basic life safety rules.

There are a lot of people on the streets on Halloween and motorists, parents and homeowners can play a big role in reducing trick-or-treat injuries by being alert and taking steps to eliminate risks. Visibility, supervision and burn prevention are the keys to a safe, enjoyable Halloween.

While trick-or-treating, remember:

- Probably the most important tip in this list of safety tips is to make sure children's costumes are flame retardant. Many homeowners still use candles for decorations like luminaria and to illuminate jack-o'-lanterns. Trailing costumes and props may come in contact with candle flames as children pass by. If the costume doesn't say "flame retardant" please don't buy it. A cute costume can become deadly in a matter of second if it's not flame retardant.
- Use a flashlight or glow stick instead of candles.
- Trick-or-treat with a group and stay together.
- Make sure masks fit the child and do not obstruct their vision.
- Have children wear weather-appropriate clothing under their costumes.
- Wear sturdy shoes.
- Make sure costumes are brightly colored or add reflective tape to make kids more visible on dark streets.
- Always use sidewalks. In neighborhoods without sidewalks, walk on the left facing traffic.
- Cross streets at intersections and designated crosswalks.



October 31, 2005

- Give children change to use at pay phones or give them cell phones or walkie-talkies to carry so they can call home if they get lost.
- Never get into a car with someone you don't know, even he or she is offering to help you or is asking you for help. If you need help, ask the stranger to call your parents, but stay out of cars with people you don't know.
- Don't go inside homes with people you don't know. If someone you don't know tells you to come inside to get your treat, just say "no thanks" and leave.
- Only trick-or-treat at houses with lights on.
- Visit homes on one side of the street at a time and don't run back and forth across the street.

#### **Make your home safe for trick-or-treaters**

While parents and trick-or-treaters do their part to make it a safe holiday, there are things homeowners can do to reduce risks to their Halloween visitors:

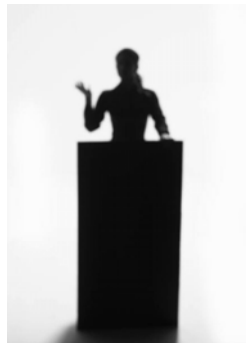
- Pick up tripping hazards like hoses, tools, toys, flowerpots and extension cords. Keep yards, sidewalks and driveways clear.
- Use electric or battery-powered jack-o'-lantern lights instead of candles. If you do use candles, make sure trick-or-treaters aren't exposed to live flames.
- Make sure walkways and your home are well lit.
- Secure pets inside or make other appropriate arrangements so Halloween activity around your home doesn't frighten pets or cause them to be aggressive.

By observing these safety guidelines, there will be more treats than tricks for everyone this Halloween.

#### **'Let Your Voice Be Heard!' – 2005 Employee Satisfaction Survey**

The 2005 CHFS Employee Satisfaction Survey will be conducted Nov. 2-16 to collect information regarding current office environment, employee support and communication.

\*On Nov. 2 employees will receive an e-mail notification with a link to the official ESS Web site.



All employees and contract employees are encouraged to complete the survey so the Cabinet can recognize successes and address areas needing improvement.

Several enhancements have been made to the survey to ensure strengths and weaknesses are better identified. Some of the changes include:

- Clarification of questions used in 2004
- Additional questions that focus on job expectations, employee recognition and satisfaction with overall Cabinet environment
- Specific topical questions for departments and offices that wanted more specific feedback regarding their organizational unit

Survey results will be posted on the Cabinet's intranet site.

Management will take action as indicated based on results of the Employee Satisfaction Survey, so it's important for all CHFS employees to provide their input.

Supervisors are reminded to provide a hard (paper) copy of the survey to employees who do not have direct access to a computer and/or the Internet.

#### **Kentucky local, state, federal employees and retirees receive discount at state parks**

CHFS employees and retirees are encouraged to take advantage of the Kentucky State Parks' Commonwealth Connection program which offers generously reduced rates on lodge rooms and cottages at "the nation's finest."

**November 1, 2005  
through  
March 31, 2006**

- Lodge rooms: \$39/night
- One-bedroom cottages: \$69/night
- Two-bedroom cottages: \$79/night
- Three-bedroom cottages: \$89/night

Call ahead now to make your reservations at any state resort park, at 1-800-255-PARK (7275).

Be sure to mention the "Commonwealth Connection" to receive your special rate or visit [www.parks.ky.gov](http://www.parks.ky.gov) and use promo code "CC6" to make reservations online.

*Discounts are based upon availability and may not be offered during special event weekends at various parks.*

October 31, 2005

### Christmas cards and decorations policy

Contracts and procurement staff want to remind everyone of the policy regarding Christmas-related purchases. Please observe the following:

- State funds may not be used to purchase decorations for offices or to purchase or mail Christmas cards.
- State funds may be used to purchase decorations for parks and institutional lobbies, dining rooms and patient recreational areas.



### Safety the goal of emphasis and enforcement of evacuation rules at CHR Complex

By Katie Morris

To better ensure the safety of employees in the CHR and Health Services Building, the CHFS facilities management office is stressing and more strictly enforcing evacuation safety rules.



"These are not changes, but are procedures that the Finance and Administration Cabinet and our Cabinet have had in place for many years," said DaVida Gyr, branch manager of facilities management. "The goal is to have an effective life safety plan given the size of the building and the challenges that come with that."

### Move or Lose

Unless you hear that all-too-familiar voice on the public address system advising you to ignore the fire alarm, when an alarm sounds all employees are expected to get moving to the nearest evacuation route and exit the building as quickly as possible. The Cabinet is enforcing a zero tolerance policy for those who do not evacuate the building immediately when an alarm sounds. Floor monitors have been instructed to take names of staff and management will be notified of employees' refusal to evacuate.

### Help is on the Way

If you have a physical disability, please be sure to let your floor monitor know so the proper safety accommodations can be made on your behalf. You will also need to enlist the help of a "buddy" to assist you when evacuations are ordered. In an emergency, you will exit using elevator P2 in the CHR Building and unit A in the Health Services Building. If elevators are out of service, go to the landing in stairwell B or C of the CHR Building (located behind the elevators and the central men's rooms, respectively) or stairwell I, located beside the lobby elevators in the Health Services Building.

### Take a Hike

All other employees must take the stairs to exit the building during an evacuation. This will free up elevators for firefighters and employees needing assistance and prevent injuries on the escalator. Floor monitors will be on site to ensure escalators are not used.

### Meet and Greet

Each floor leader is responsible for a specific group of employees and each group has a designated meeting spot outside. State law mandates that this spot be at least 300 feet from the building, so it's important to quickly move away from the building after exiting. Having a meeting spot will make it easier to account for all employees so rescue personnel can be alerted if people are still in the building who may need medical attention or other assistance. Please contact your floor monitor or floor safety leader if you have questions about where to meet.

Gyr said false alarms associated with recent work on the buildings' fire alarm system have created some confusion about when, where and how to properly evacuate in the



event the alarm sounds. Facilities management staff wants to emphasize the importance of evacuating any time an alarm sounds and no notice is issued otherwise.

"These evacuation rules are intended, above all, to help keep CHFS employees safe and accounted for in case of an emergency," Gyr said. "We want our employees in the CHR and Health Services Buildings to keep out of harm's way by knowing and following the safety rules."

October 31, 2005

### The KECC cup makes its final stop

The Office of Contract Oversight prevailed as the final winner of the CHFS KECC Cup during the recently concluded statewide charitable giving campaign. With the highest participation rate for the last report, contract oversight staff demonstrated the dedication and enthusiasm it takes to make KECC successful.



Congratulations to the Office of Contract Oversight and thanks to all CHFS staff for your hard work and commitment to helping the participating KECC charities provide needed services and resources to citizens across the Commonwealth.

### CHFS Focus Health Tip of the Week: Talk about OTC medications

By Anne Parr, R.N.

More than 100,000 over-the-counter (OTC) drugs can be purchased without a prescription. All of them have one thing in common: They are serious medicines that need to be taken and administered to others with care. That's why it's important to be very careful every time you buy and use an OTC drug.



Here are 10 simple ways to get the most from your OTC medicines:

1. **Always start by reading the label.....all of it.**  
Reading the label will help you decide if you have selected the right product for your symptoms and ensure that you understand the dosing instructions and are aware of any warning that may apply to you.
2. **Look for an OTC medicine that will treat only the symptoms you have.**  
The formulations of OTC drugs are very specific and should not be mixed and matched. Look for medicines with ingredients to treat only the symptoms you have.
3. **Know what to avoid while taking an OTC medicine.**  
Like prescription medicines, some OTC drugs can

have side effects or cause adverse reactions. Read the label carefully to see what to avoid while you are taking an OTC drug.

4. **When in doubt, ask before you buy or use an OTC medicine.**  
Taking an OTC medicine safely is too important for guesswork. If you have questions, ask your pharmacist or doctor.
5. **Take the medicine EXACTLY as stated on the label.**  
When it comes to OTC medicines, more is not better. Taking too much of a nonprescription medicine can be harmful. Only take the recommended amount at the exact intervals stated on the label.
6. **Use extra caution when taking more than one OTC drug product at a time.**  
Many OTC medicines contain the same active ingredients, which means you may be getting more than the recommended dose without realizing it. Always compare active ingredients before taking more than one OTC medicine at the same time.
7. **Don't combine prescription medicines and OTC drugs without talking to your doctor first.**  
Sometimes combining drugs can cause adverse reactions or alter another medicine's effectiveness. Always play it safe and ask your doctor or pharmacist..
8. **Make sure all your doctors have a list of all the medicines you are taking.**  
This includes not only prescription medicines but also any OTC drugs and dietary supplements that you may be taking.
9. **Only give infants and children OTC medicines especially formulated for their age and weight.**  
Unless labeled otherwise, adult-strength products should not be given to children because there is a risk of overdose. To be safe, don't cut adult tablets in half or estimate a child's dose of an adult-strength liquid product.
10. **Don't use OTC medicines after their expiration date.**  
Dispose of all medicines promptly after their expiration date and be careful not to throw them away where children or pets may find them.



October 31, 2005

## Employee Enrichment



By Anya Armes Weber

*Employee Enrichment is a weekly feature for CHFS staff. These tips for making work better focus on team building, customer service and personal development.*

Speechwriting requires different skills than narrative writing. Use these tips from Toastmasters International if you're planning to give a speech before a crowd or even a presentation to a smaller group, like your coworkers.

**Write for the ear.** It's easy to reread a written passage, but an audience doesn't have the luxury of replaying a live speech. So it's important to be less formal with the spoken word. Use short words, short sentences and short paragraphs.

**Be specific and use vivid words.** Chose your words carefully. Be descriptive, but remember that some words have dual meanings and general phrases, like "We've raised lots of money for charity," are open to interpretation. "Lots" to one may be less to another.

**Incorporate rhetorical devices.** People will be listening to your words, so make them sound pleasing. Use the similes "like" or "as" to draw comparisons. Metaphors imply comparison and alliteration uses repeated sounds in a memorable manner.

**Watch for jargon.** Use the easier word or term whenever there is the option. Try "talk to" instead of "interface" or "use" instead of "implement." Every agency or group has its own language, but since not everyone in your audience will be an expert, it's best to avoid acronyms or specialized terminology.

**Use correct grammar.** You won't be as convincing with your message if you mispronounce words, your subjects and verbs don't agree or you misplace or misuse modifiers or pronouns. Have a friend who's a good writer review your work to avoid these errors.